

Room Addition Standards

City of Tucson

Development Services Center (DSC)
201 North Stone Ave.
Tucson, AZ. 85701
(520) 791-5550

A. PLANNING FOR AN ADDITON

1. Home Owner Associations & Deed Restrictions may prohibit or restrict additions. It is the responsibility of the homeowner to research such restrictions, which are not enforced by the City.
2. Zoning requirements may limit or prohibit the ability to add to your home. It pays to investigate the zoning, which limits the building setbacks, uses and lot coverage prior to proceeding with any plans and any additional expenditures. Please drop by the Planning Dept. counter located in DSC @ 201 N. Stone to ask about your specific case.
3. Public utility easements might be located on your residential lot. The construction of any permanent structure in an easement is prohibited without first obtaining written permission from company, utility, or person with rights to the easement.

B. BUILDING PERMIT APPLICATION

All projects must have a permit application. Arizona law requires that every applicant supply specific information and certain declarations regarding the proposed work. The owner, licensed contractor, or their authorized agent can complete the application.

The following information must be provided:

1. Project Information: The address, existing use of the building or property, and a brief description of the proposed work/project.
2. Applicant: This is the name of the person presenting the application to the department.
3. Property Owner: The name and address of the owner of the property.
4. Contractor: If the work is being done by a contractor, the name, contractor license number & class type, state privilege tax number and the City of Tucson sales tax number must be provided. This information must be provided regardless of who comes in to obtain the permit. If the work is being done by an owner/builder, write "owner/builder" in the space provided.
5. Owner/Builder Declaration: IF YOU OWN THE PROPERTY, LIVE IN THE STRUCTURE, AND YOU ARE DOING THE WORK YOURSELF, then state law does not require you to be licensed. However, a licensed contractor is required if you hire anyone to perform the work for you. Also, all work done on rental properties must be

done by a licensed contractor. Contact the Registrar of Contractors for any additional information. (Phone 520-628-6345)

requires review of any structural calculations, adding a bathroom, or if it looks like the review process will take more than 15 minutes. The review time will be approximately 5-10 working days depending on the workload.

C. BUILDING PERMIT FEES AND ADDITIONAL PAPERWORK REQUIRED

1. The fee for a building permit depends on the size of your project. The fee will be based on the square footage plus any plumbing, mechanical, or electrical that are on the plans.
2. Additional information may be required for your project depending on the complexity or special construction material types. Things you may need are:
 - Official Address Slip
 - Special Inspection Form
 - Bond Exemption Certificate (contract jobs over \$50,000)
 - Sewer receipt from Pima County Wastewater
 - Legal document (recorded deed of title)

D. REQUIRED CONSTRUCTION PLANS

***Two copies of each drawing are required to be submitted with your application.**

(They may be blueprints or xerox copies).

6. **Applicant Signature:** This statement may be signed by the contractor, owner or agent.
7. **Walk-thru and submittal your plans** if the addition is larger than 200 sq. ft., Plans must include at least the following:
 - a) Site plan – See planning for handouts.
 - b) Floor plan – This is an overview showing rooms and their usage, fixture location, rafter layout and spacing, footings, beams, wall locations, attachments to existing buildings, etc.
 - c) Cross section - This shows footing, rafters, posts, height of structure, ceiling height, attachments to existing buildings, MEC reqm't., etc.
1. For your home improvement project you may draw the plans yourself, hire an architect or a drafting service if you choose. They should be as comprehensive as possible to help in the plan review process.
2. All construction plans must be complete, legible and submitted using a min. 8-1/2 X 11 paper. All plans shall be drawn using an appropriate scale (1/4" = 1 ft. preferred).
3. Plan Review
Your drawings will be reviewed to see that they comply with Planning Department requirement and Building Codes. You may be asked to make corrections or to provide more information. When drawings are approved, and the permit is issued, you will be given on set of drawings that must be kept at

the job site. The other set will be kept by the city.

WHAT TO SHOW ON PLANS

1. Foundation Plan, scale: $\frac{1}{4}" = 1' - 0"$

- a) Size of stem wall.
- b) Size and depth of footings/pier footings.
- c) Thickness of concrete slabs.
- d) Reinforcement steel placement.
- e) Underground plumbing, mechanical or electrical lines.

2. Floor plan, scale: $\frac{1}{4}" = 1' - 0"$

For additions to existing buildings, show proposed rooms and all adjoining rooms.

- i) U values of windows that are going to be used.

3. Elevations, scale: $\frac{1}{4}" = 1' - 0"$

This is a drawing or view of each new exterior wall and includes:

- a) Doors, windows, and other openings.
- b) Vertical dimensions.
- c) Exterior finishes.
- d) Wall bracing or shear panel locations or other means of obtaining required lateral bracing.

4. Cross sections views, scale = any
The cross section views include:

- a) Interior and exterior finishes.
- b) Size, spacing and type of material used.
- c) Insulation, type and location.
- d) Typical connections.
- e) Complete roofing specifications

5. Roof Plan, scale: $\frac{1}{4}" = 1' - 0"$

The roof plan should include drawings of the following:

- a) Hips, valley, ridges.
- b) Any special framing at roof area.
- c) For additions to existing buildings, show location of

- a) Exterior dimensions.
- b) Interior dimensions.
- c) Use of rooms
- d) Size and type of all windows and doors.
- e) Location of all plumbing fixtures.
- f) Location and type of heating and air-conditioning facilities.
- g) All interior finishes
- h) Location of smoke detector(s).

bearing walls and roof slope of existing building.

- d) Direction of joist and rafters.
- e) Size of supporting headers above wall openings.

6. Connection details, scale: Any
Sufficient details must be shown to clearly explain the method of construction and means of connection.

7. Truss Calculations

Whenever prefabricated trusses are used as part of the roof framing, you must include two copies of the calculations with the plans. Truss fabricators must be on the City's approved list and the calculations must be stamped by an AZ. Registered engineer.

E. Model Energy Code Requirements (MEC):

The City of Tucson adopted the Model Energy Code in 1994, which requires you to insulate all new dwellings, additions, and any conversions of non-habitable space to living space. Calculations must be included with your plans that show how the addition meets the minimum requirements of the MEC. We do

provide a worksheet handout for anyone who wants to do the calculations themselves. They can be quite complicated and you may have to hire someone to do them for you. A cross section showing how the structure meets the MEC must be included with your project.

F. CODE REQUIREMENTS

1. Electrical:

- a) Receptacle outlets must be installed in all habitable areas so that no point along the floor line in any wall space is more than 6 feet from an outlet.
- b) Receptacle outlets installed within 6 feet of any sink or tub are required to have GFCI.
- c) Provide switch-controlled lighting outlets in habitable areas and at outdoor entrances or exits.

the existing structure, you may have to add another window or skylight in the existing house to meet this requirement.

4. Ventilation Requirements

Habitable rooms shall be provided with natural ventilation by means of exterior glazed openings with an area equivalent to 1/20 of floor area.

5. Mechanical Ventilation

May be used in lieu of natural ventilation provided: (1) that 1/5 of air is taken for the outside (2) mechanical ventilation will be capable of providing two air exchanges per hour in all habitable areas.

6. Room Sizes:

The main room in a dwelling must have a minimum 120-sq. ft. of floor area. Other rooms except kitchen need only be 70-sq. ft.

- d) If 5 or more circuits are being added, load calculations for the entire house are required.

2. Heating

All habitable rooms shall be provided with heating facilities capable of maintaining a room temperature of 70 degrees F. at a point 3 feet above the floor. Remember, if you are planning an AZ. Room that will be totally enclosed, the building code considers that space habitable.

3. Light Requirements

All habitable rooms shall be provided with natural light by means of exterior glazed openings with an area not less than one tenth of the floor area of such rooms with a minimum of 10 square feet. If you are going to close up a window in

these rooms need not be wider than 7 ft. A 30 inch wide compartment with 24 inch of clear space in front of the toilet is necessary for toilet the compartment.

7. Ceiling Height:

The ceiling in living rooms, kitchens, bedrooms, and other habitable rooms shall not be less than 7 ft. 6 in. above the floor. Halls, laundries, store rooms and bathrooms need only be 7 ft. If the ceiling slopes, these heights are only required in 2/3 the area. Dropped ceiling height is 7 ft and no part of the room with a sloping ceiling less than 5 ft. high can be included in the minimum room size.

8. Attic Access:

In order to get into the attic for repairs and maintenance, a 22 in.

X 30 in. scuttle is required for attics over 30 inches high.

9. Sleeping Rooms:

Sleeping rooms in dwelling units are required to have at least one operable window or door for emergency escape and rescue. Such window is required to open directly into a street, alley or yard. Windows are required to be operable from the inside without the use of a key or special knowledge. All escape and rescue windows are required to have a minimum net clear operable area of 5.7 sq. ft. with a minimum height of 24" or a minimum width of 20", and maximum sill height of 44" from finished floor. If you are going to install security bars on any emergency escape routes, then the devices must be equipped with approved release mechanisms, which are operable from the inside without the use of a key or special knowledge or effort.

G. INSPECTIONS

An inspection is required for all stages of construction from foundation to the final inspection. 791-5550x116

plumbing, rough mechanical, gas

line pressure test (B-7, B-6, M-2, E-2, P-2, GA)

d) Drywall nail inspections is required prior to taping. (B-8)

e) Exterior lath (Stucco Mesh)

f) Final inspection is required after the completion of the project.

H. DEVELOPMENT SERVICES PHONE NUMBERS

Development Services main line 791-5550.

1. In order to request an inspection you will need to call the inspection request line @ 740-6970. Your message needs to include permit number (shown on the top right area of the job card), inspection code number (on job card) and any special instructions (ie. Dog is on leash in back yard).
2. The inspection line is open 24 hours a day. All inspection requests made before 2:00 p.m. will be made within two business days. Building inspectors work from 7:30 a.m. to 4:00 p.m. (M-F)
3. Below is a brief description of types of inspections:
 - a) Foundations: request inspection prior to concrete placement (B-1, B-2, B-3).
 - b) Sewer and water lines are inspected before they are covered. Water or air test is required (P-1, P-3)
 - c) Intermediate inspections take place after the completion of framing, rough electrical, rough